

<u>Reviewer</u> Head Teacher	<b>BROOKFIELD JUNIOR SCHOOL</b> <b><u>Educational Visits and Off Site</u></b> <b><u>Activities Policy</u></b>	<u>Review date</u> Spring 2017
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(This policy should be read in conjunction with our Charging Policy)  
This policy can be accessed on our school website and it forms part of the induction of all new staff.

## **Introduction**

All schools are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, social, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.

At Brookfield Junior School we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills, and attitudes. To enrich the curriculum for our children, we also offer a range of educational visits and other activities that add to what they learn in school.

We recognise the importance and value of educational visits and are keen to encourage their development. The safety of the staff and children involved in them is paramount. It is essential that all visits are planned and supervised with great care.

Through this policy we aim to provide the procedures and guidelines which will enable our visits to be implemented safely. It gives advice and information about responsibilities for staff, procedures in the event of an accident, insurance and financial arrangements.

The policy will be reviewed regularly and amended where necessary in order to reflect any changes in legislation.

## **Organisation**

Educational visits and activities are planned to support the children's learning. We share details of these visits and activities with parents, giving them as much advanced warning as possible.

Visits and activities usually take place within the school day. We ask parents to give written permission for their child to take part in any activity that takes children off the school site. If we do not receive this written permission, the child will be unable to participate.

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### **Charging for school activities**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. There are some circumstances when the school can make a charge for certain activities. The Governing Body has a Charging Policy that details the full range of activities where a charge can be made. A copy of this can be found on our school website.

Accounts related to off-site activities are kept and checked by school's administrative staff.

### **Curriculum and Community links**

All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work.

We have regular visits from our Community including residents, local religious leaders and groups, police and fire safety officers and health workers.

### **Residential activities**

Children in Year 6 have the opportunity to take part in a residential visit (currently to the Isle of Wight). We ask for voluntary contributions from the parents of those taking part in the visit to cover the cost of the visit. Any parent who is in receipt of State benefits is asked to make a contribution towards the cost of board and lodging only, although they may contribute the full amount if they so wish.

The residential visit enables children to learn about another geographical location. All specialist activities are undertaken with qualified instructors.

KCC approval from the Outdoor Educational Unit is required for all residential visits and all day visits out of county.

During the Pre-Visit Check ~ the Outdoor Education Unit will confirm the Provider's licenses for adventurous activities and the extent of insurance cover.

### **Organisation, Health and Safety Issues and General Guidance**

All activities must be undertaken in accordance with our Health and Safety Policy statement and in conjunction with any local / national rules, regulations and guidance that may be in force at the time.

- There is guidance on 'Planning for Safety on Offsite Activities' to be found with a risk assessment sheet (Appendix A) which, along with a checklist (Appendix B) and a Health and Safety Record (Appendix C), must be completed and submitted to the Head teacher for approval prior to any off-site activity being undertaken.

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- A permission letter and consent form must be sent to the parent(s) / carer(s) of each child planned to take part in the activity. For any child to be allowed to take part their consent form must be completed appropriately and returned to school. No child will be allowed to participate unless they have returned an appropriately completed form to school.
- Parents are required to complete a Medical Questionnaire Form, (BJSV4). This will be carried out annually, with parents being asked to ensure that they are updated during the year should it be necessary.
- Before undertaking any off-site activity, other than one in our immediate locality, an Emergency Contact Form must be completed by the Group Leader.
- Group sizes must be no greater than 1 adult for every 10 pupils.
- Please note that there is further guidance to be found in the DfE booklet 'Health and Safety of Pupils on Educational Visits' to be found in the Head Teacher's office.

### **Planning and Procedures**

#### **The Visit**

To establish the appropriateness and safety of a visit all concerned should have a clear understanding of the objectives relating to the curriculum and to social and personal development.

Activities must match the age, needs and experience of pupils and be inclusive for all pupils.

Organisers should precede outdoor activities by undertaking exploratory visits to evaluate the suitability and to assess the areas of risk.

#### **Risk Assessment**

Risk assessment and risk management are legal requirements.

All proposed Educational activities off school site must follow the completion of a formal risk assessment (See Appendices A, B, C).

We aim to contain risks to acceptable levels if activities are to proceed. If risks are assessed to be too high, the activity should not proceed.

We aim to do this by careful consideration of the following factors:-

- The type of activity and the level at which it is being undertaken
- The location
- The competence, experience and qualification of the school supervisory staff
- The ratio of experienced, qualified staff to pupils

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- The quality and suitability of available equipment
- Seasonal conditions, weather and timing

Ongoing risk assessments:-

The visit leader is responsible for making decisions during the visit as to the appropriateness of continuing the visit in the light of prevailing conditions such as illness of staff or pupils, change of weather, availability of organised activity etc.

Appendix 3 contains essential forms to be read and completed to enable adequate risk assessment to be written down prior to the event and communicated to all involved.

### **Responsibilities**

The Governors:- ask questions about a visit's educational objectives and whether the visit is value for money. Authority for residential visits requires the approval of the Governing Body.

The Head Teacher:- has overall responsibility for ensuring that this policy is adhered to for all off-site activities.

All Staff:- have the responsibility to co-operate with the Head Teacher and the Governors, to ensure the safety and success of a school visit.

All outdoor activities must have prior approval of the Head Teacher.

All injuries or accidents should be reported to the Head Teacher and recorded in the school accident book. The L.A. should be informed of severe injuries i.e. hospital visits exceeding 24 hours.

All members of staff need to be aware of the plans and procedures identified for dealing with pupils with medical issues/specific behaviour plans.

Parents:- must receive written details of routine visits and journeys.

Their written consent is required for all activities that differ from the daily norm.

No pupil will be allowed to go on a visit without parental permission.

Supervision of Pupils:- It is essential that each member of staff on the visit knows exactly which pupils they are responsible for and the extent of that responsibility.

Party leaders retain responsibility for the safety of pupils at all times.

Pupils:- should know which member of staff is responsible for them and their group.

All pupils should follow the expected standards of behaviour.

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### **First aid provision**

Residential visits must include a minimum of one member of staff with a recognised First Aid qualification. Wherever possible a qualified first aider should also support other 'non residential' visits. Individual pupil's medication together with a complete first aid box/bag must be taken on all educational visits.

### **Staffing the Visit**

For reasons of child protection, Health & Safety, first aid and behaviour management it is important that wherever possible a minimum of two staff support each visit, one of whom should be a qualified member of staff.

Suitably experienced staff should lead and organise the visit.

Voluntary helpers must be carefully selected and CRB checks will be carried out by the office prior to the visit. Helpers must act towards the children as a careful parent would in similar circumstances. However, the teachers retain primary responsibility for supervising the party at all times.

Minimum recommended staffing ratios are as follows:-

For day visits without a high risk, a ratio of 1 adult to 10 children is required.

Activities with increased levels of risk will require lower ratios.

### **Transport**

Whenever an educational visit is due to take place that requires transport hired by the school, reputable companies should be used. It is important to ensure that this hired transport should be equipped with the essential requirements i.e. seat belts, fire extinguisher, insurance and suitably qualified drivers who are well briefed. The transport should be well maintained.

It may be necessary from time to time for pupils to use public transport. Learning how to behave appropriately in using public transport is a valuable life skill that pupils should be taught.

Use of private cars:- staff must ensure they have appropriate insurance cover for conveying pupils during the course of their professional duties. Parents must always be informed and give their permission if members of staff intend to use private transport. School will not reimburse parents for the use of their cars.

### **Emergencies**

In the event of an emergency the school must be contacted immediately (or as soon as is practical) in order that the Head Teacher can take charge of the management of the incident.

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**'Plan B'**

All staff and pupils should be aware of a 'Plan B' in the event of the planned agenda needing to change.

Visit leaders are always in charge and they should trust their own knowledge of the children and their professional judgement. This may include challenging an activity leader where the visit leader's knowledge of the group is superior, or intervening to prompt a change of plan, including stopping an activity if they feel uncomfortable or believe that it has become too hazardous.

Where it is considered unsafe to include a particular pupil because there are serious concerns regarding behaviour or it is felt they represent a significant risk to themselves or others within the group, the Head Teacher will make the final decision on whether the pupil should access the trip. If this is the case, then suitable alternatives will be planned.

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## APPENDIX 1

### CHECK LIST FOR VISITS

#### Prior to Visit

Complete a risk assessment form and have it signed by the Head teacher and a copy to all adults involved

- Identify party leader/organiser
- Discuss proposal with Head Teacher
- Enter in school diary
- Check permission required. Arrange insurance as necessary.
- Calculate cost involved, include transport, (3 quotes), insurance, admission charges and extra adults.
- Letter to parents assessing financial viability of the visit and gaining parental consent.
- Arrange parent meeting if appropriate.
- Book coach, confirm in writing and keep copy of letter. State time of arrival at school and return time.
- Cancel school meals in kitchen (at least 2 weeks notice)
- Identify extra adult helpers - (see suggested ratios).
- Preliminary visit to venue where possible.
- Identify special needs/problems for particular children (e.g. travel sickness)
- Prepare group lists for all helpers.
- Send out final details to parents including itinerary and emergency contact at school.
- Make clear the anticipated time back at school.
- Notify staff and SEN support staff as appropriate.
- Arrange cover for any children remaining in school.

#### Day of Visit

- First Aid kit as appropriate.
- Take school mobile phone to keep in contact during the time off site.
- Buckets, bin liners, paper towels. Inhalers / Medication where appropriate
- Money or cheque(s) for expenses
- Packed lunches
- Details of venue including maps if appropriate.
- Copy of venue details and itinerary to be left in school with the office.
- All children have the appropriate clothing
- List of all children on each coach with teacher
- Lists of all groups to all staff and parent helpers.
- Parents reminded of their role on the day.

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**Before Leaving the Venue**

- Check face against name of all children on the coach.
- If two coaches involved the visit leader must be satisfied that all children are accounted for before any coach leaves.
- Check all equipment is on the coach.
- Check all children have bags, clothing etc.
- All children seated and seat belts on.

**Return to School**

- Leader satisfied all children have been collected or allowed home according to parents' wishes.
- No child is to be left at school alone.
- Return First Aid kits and other equipment.
- Inform Head Teacher of any incidents immediately and final numbers for insurance purposes.

**Notes for Parent Helpers**

- Provide a précis of the main purpose of the visit.
- Where there is a busy schedule an indication of those places, activities etc. which are essential and those which are desirable.
- Encouragement not to force information onto children but to allow them to observe and 'discover' for themselves.
- Not to spoil a child's visit by insisting on writing and drawing. Better to look and talk and write later.
- Reassurance that visits are demanding on energy and are not easy.
- A thank you for their help on the day and an invitation to get involved again.

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## APPENDIX 2

### CODE OF CONDUCT FOR OUTDOOR VISITS

Children should adhere to the same code of conduct and basic rules that are expected of them within the school environment.

1. We are polite and good mannered to each other and all adults we meet.
2. We listen to our group leader and do exactly as we are asked, the first time of asking.
3. We travel on coaches sitting down safely - we never change places or shout loudly.
4. We stay with our group and always ask permission to go elsewhere (toilets etc.)
5. We walk quietly and safely wherever we go, not disturbing other people or the environment around us.
6. We respect property by not sitting on walls or touching cars. Looking after vegetation and not pulling it.
7. We obey the country code when in the countryside.
8. We always leave places as we found them, without litter.

**ALL OTHER APPENDICES AND FORMS ARE KEPT IN OUR SCHOOL OFFICE.**

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